The Undergraduate Recruitment Committee (URC) is a campus organization that coordinates student admissions volunteers. With over 150 members, the URC is one of the largest and most active undergraduate organizations on campus. The URC aims to introduce and exemplify the Columbia undergraduate experience with high school students interested in a Columbia education. Members of the URC are critical to the success of the Columbia admissions process and offer current students the opportunity to help shape the future of our Columbia community.

Basic Member Requirements:

1. **Weekly Campus Tours** – All members are required to lead one campus tour per week on weekdays and select Saturdays while classes are in session.
2. **Staffing & Overnight Hosting for Days on Campus and Perspectives on Diversity** – In April, all members help staff events and host admitted students during our admitted student programs.
3. **Participation in Meetings & Trainings** – All members are required to attend full-URC meetings and trainings that take place once each semester.
4. **Member Survey** – Members must complete a brief survey providing basic information about themselves to the Admissions Office for the purposes of tracking membership.

Additional Leadership Opportunities:

Along with fulfilling their basic member requirements, URC members have the opportunity to become more involved in the admissions process by participating in:

- **Engineering and Science Tours** – Engineers and science majors are encouraged to lead Engineering Tours or Science Tours, designed to supplement the general campus tour with specific information about the student and academic experience in those areas. *These tours are held in addition to general campus tours and require additional training, and fulfill the weekly campus tour requirement.*

- **On-Campus Events** – Members support prospective student events each year, ranging from Arts and Humanities, Engineering and Science Previews to the Multicultural Recruitment Open House and STEM Master Classes. You may be asked to give tours, assist with check in or even speak on student panels.

- **Publications & Social Media** – Members will be invited to offer quotes and take part in photo shoots for all new and revised admissions publications, as well as for student profiles on our website. *Members may also answer questions from admitted students in various social media platforms curated by the Admissions Office.*

- **Student Interviewers** – Veteran members can interview first-year candidates for admission.

- **Phone-a-thons and Emails** – Members can reach out to admitted students via telephone and email during yield season.

- **Social and Mentorship Activities** – Throughout the year, the URC sponsors fun community building activities for members.

**Training:**

All new members must complete the URC application process, which involves (1) an application; (2) a brief interview with student leaders and admissions officers; (3) an official day-long training; (4) shadowing information sessions, and (5) both shadowing and co-leading campus tours to become fully a fully trained tour guide.

**To Apply:**

Online applications are **due by 5:00pm on Friday, October 28** and are available at the following link: [http://undergrad.admissions.columbia.edu/rc](http://undergrad.admissions.columbia.edu/rc)

Once you have submitted your application online, you will receive an email confirmation with additional information about signing up for an interview appointment.

URC interviews will be held from 9:00am to 6:00pm during the week of Monday, November 14 through Friday, November 18.

Please contact urcinfo@columbia.edu with any questions.